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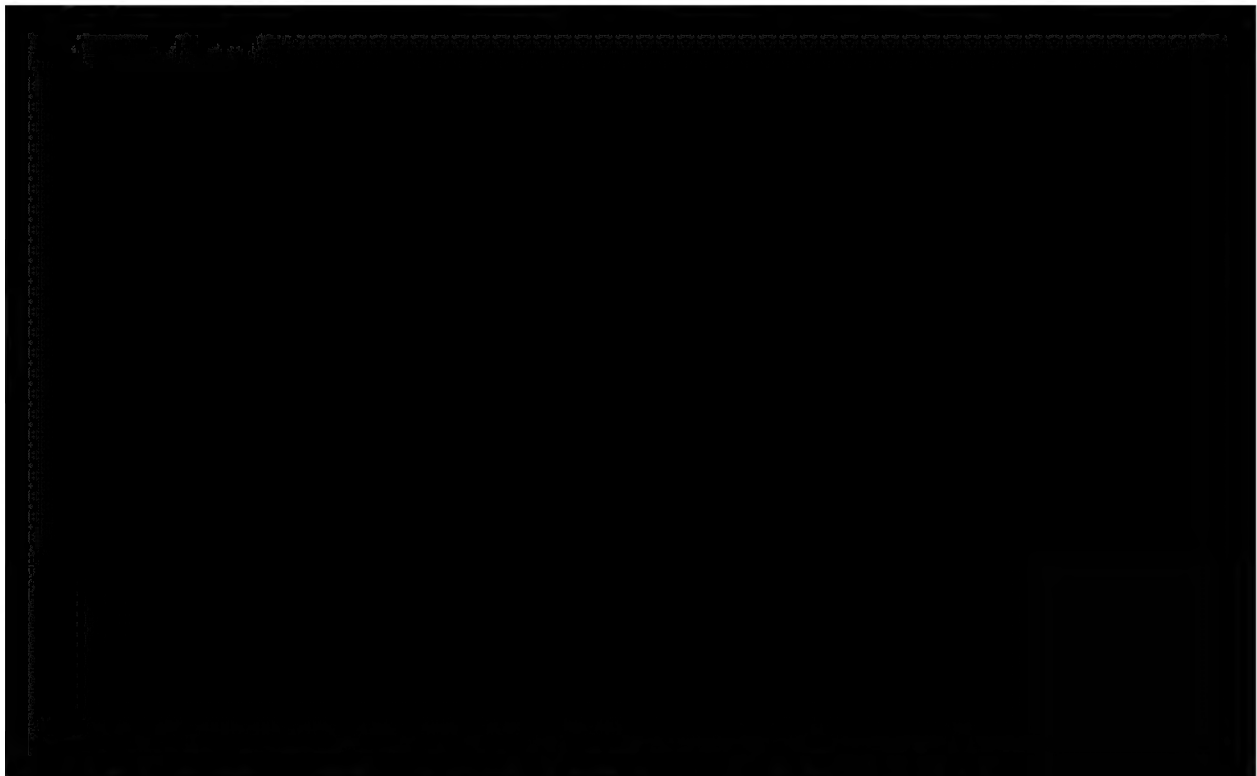
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26 February 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for Week Ending 26 February 1954

1. General



b. Reproduction Facilities, "K" Building - (new item)

A project has been established to install additional reproduction equipment in "K" Building so that more adequate service can be rendered within the DD/P complex on rush jobs. Target date for completion of this project is dependent upon availability of space.

3. Staff Item of Interest

a. Additional Press Equipment - (new item)

A request has been submitted to the Congressional Joint Committee on Printing for one additional offset press which is required in the reproduction of ORR finished intelligence reports. This press is urgently needed so that adequate service may be rendered.

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4. Administration

a. Agency Regulations - (continued item)

The following proposed Agency [REDACTED] Notice have been forwarded to the Regulations Control Staff for final coordination and publication:

- (1) [REDACTED]
- (2) [REDACTED] - Rates for Reimbursement of Employees on a Committed Basis for Shipping Effects within the U. S.

b. Personnel Report - (continued item)

The on-duty strength for the week ending 24 February 1954 is [REDACTED]. Personnel strength figures for the functions recently transferred to the Logistics Office from General Services Office are not included in this total. These strength figures will be included as soon as all details concerning this transfer are completed.

5. Transportation Division

a. Operational Statistics, Week Ending 25 February 1954 - (continued item)

- (1) Trucking Operations:
 - (a) Tonnage Moved - 33 tons (out of town)
 - (b) Total Truck Mileage - 10,394
- (2) Cargo Operations:
 - (a) Total Air Shipments - 23
 - (b) Tonnage Moved - Air - 2 tons
 - (c) Total Surface Shipments - 62
 - (d) Tonnage Moved - Surface - 32 tons
- (3) Personal Property Shipments:
 - (a) Incoming Personal Property - 7
 - (b) Outgoing Personal Property - 5
 - (c) Incoming Privately-Owned Automobiles - 0
 - (d) Outgoing Privately-Owned Automobiles - 2

c. Supply Division

a. Stock Availability of Communications Items - (new and completed item)

A recent study reveals that approximately ninety (90) percent of all requisitions for communications items are filled from current stocks. This level of support represents a marked improvement over the percentage (approximately 65 to 75 percent) which existed four (4) months ago.

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7. Procurement Division

a. Contract Documents and Requisitions - (continued item)

(1) Contracts

Contractor	Commodity & Quantity	Dollar Value
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(2) Requisitions - By Division Branch

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purchase Order</u>	<u>Total</u>
Brought Fwd.	22	6	88	81	197
Received	28	16	12	134	190
Completed	28	17	9	139	93
Pending	22	5	91	76	294
Amt. Oblig.	\$85,898.36	\$14,051.60	\$273,604.00	\$47,641.62	\$421,195.58

8. Real Estate and Construction Division

a. Telephone Manual - (new and completed item)

The Telephone Operator's Procedures and Practices Manual was distributed on 19 February 1954.



9. Printing and Reproduction Division

a. Copies of Moscow Newspapers - (new item)

The Foreign Branch of the CIA Library has requested assistance in furnishing additional copies of Moscow newspapers.

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Deputy Chief of Logistics

ARL
LO/SS/ARL:mk (26 Feb. 1954)

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Orig. & 2 - Addressee - 3 -
1 - LO Official File